

Code: 2358

Title: PERMIT AND REGULATORY COMPLIANCE SPECIALIST

SUMMARY: Leads and participates in technical work inspecting/sampling wastewater dischargers, preparing industrial wastewater discharge permits and enforcing discharge regulations to protect Pima County's Wastewater treatment, disposal and utilization system, in compliance with Environment Protection Agency (EPA) standards, State laws and Pima County Ordinance. Ensures compliance with permits, procedures and mandated regulations by collecting, analyzing and reporting required information and is distinguished from Permit and Regulatory Compliance Coordinator and Permit and Regulatory Compliance Officer, which have more complex responsibilities and operate at a higher level of autonomy.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews and prepares permit documents and issues permits for new construction or modifications to facilities;
Reviews permit reporting requirements to ensure compliance with permit conditions;
Reviews wastewater facilities for compliance with permits;
Collects and reviews required data and drafts reports for compliance;
Reviews monitoring frequencies and parameters in accordance with permit conditions;
Reviews proposed new or regulatory changes and drafts recommendations for management review and implementation;
Conducts meetings with business and industry, on behalf of the department, to ensure permit compliance;
Attends and participates in permit violation hearings;
Prioritizes and delegates work assignments for unit personnel;
Supervises the collection, reporting and documentation of compliance data;
Prepares and participates in the employee performance appraisal process;
Reviews and prepares reports and proposals for new projects;
Leads inspections of regulated and other industrial facilities to evaluate physical/chemical treatment processes, treatment records and related pretreatment functions for compliance with established standards;
Prepares reports detailing inspections results for use in potential criminal and civil enforcement actions;
Leads staff in performance of manual and automatic wastewater sample collection from industrial dischargers, Pima County treatment plants and collection systems;
Leads and supervises pre-permit inspection of businesses/industries to determine category of discharge and appropriate sampling methods;
Supervises staff in response to chemical spills and other wastewater conveyance system problems to perform sample analysis and problem resolution;
Supervises and participates in the training of Industrial Wastewater Inspector Trainees in procedures and techniques.

KNOWLEDGE & SKILLS:

Knowledge of:

- Federal, State, and local environmental requirements for wastewater and regulatory compliance;
- industrial wastewater facility design and operation;
- techniques of wastewater sample collection, preservation and field analysis using manual, mechanical and electronic sampling equipment;

- safety procedures for handling and working with chemicals and toxic waste products, manhole entry and associated traffic control and entry into hazardous environments;
- legal requirements for documenting court cases;
- principles, practices and techniques of wastewater chemical analysis, water pollution control and groundwater contamination;
- principles and practices of office and personnel administration, to include employee supervision, evaluation and training.

Skill in:

- using laboratory and electro/mechanical equipment to collect samples;
- collecting and recording data and sample evidence for enforcement actions;
- preparing and maintaining records used in enforcement actions and/or court evidence;
- performing mathematical and statistical computations associated with sample size and discharges;
- reading engineering plans/drawing;
- drafting technical reports and evaluations;
- supervising work-unit activities;
- supervision, evaluation and training of support staff;
- conducting and compiling data for research reports of assigned special projects to management;
- proof-reading and report writing techniques;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in natural resource management, civil or sanitary engineering, management, biological science, chemistry, environmental technology, environmental science or environmental engineering or a closely related field as defined by the Appointing Authority and one year of supervisory experience in one of the above mentioned fields.

OR:

(2) Three years of experience with Pima County as an Industrial Wastewater Inspector and one year of supervisory experience (which may be concurrent with general experience).

OR:

(3) Five years of experience with Pima County as a Wastewater Treatment Plant Operator, Wastewater Treatment Plant Operator-Senior , or Wastewater Treatment Plant Operator Principal and one year of supervisory experience (which may be concurrent with general experience).

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D Driver's License at the time of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.